

# VILLAGE OF MYRNAM



Regular Council Meeting  
February 17, 2022

# ADOPTION OF AGENDA

- 1. Call to order**
- 2. Adoption of Agenda**
- 3. Adoption of Minutes**
  - a. January 20, 2022 Regular Council Meeting
- 4. Open Forum**
- 5. Administrative Reports**
  - a. Public Works Report
  - b. Financial Report
  - c. Chief Administrative Officer Report
- 6. Correspondence**
- 7. Old Business**
  - a. Sale of Lot 16 & 17 Block 1 Plan 668EO
- 8. Bylaws and Policies**
  - a. 2022-04 Repeal Certain Bylaws Bylaw
  - b. 2022-02 Financial Reports Policy
  - c. 2022-03 Purchasing Policy and Manual
  - d. 2022-04 Attendance at Social Functions Policy
  - e. 2022-05 Recognition of Elected Officials Policy
  - f. 2022-06 Employee Retirement Resignation Policy
  - g. 2022-07 Municipal Office Policy
- 9. New Business**
  - a. Community Facilities Enhancement Program 2022
  - b. Establish Budget Meeting Date(s)
  - c. Census
- 10. Council Member Reports**
  - a. Mayor D. Rudolf
  - b. Deputy Mayor R. Yaremchuk
  - c. Councillor K. Ewanec
- 11. Confidential Items**
- 12. Adjournment**

# ADOPTION OF MINUTES

- Regular Council Meeting Minutes of January 20, 2022

# OPEN FORUM

Welcome.

Village Council has presented an opportunity for the general public to individually address Council on any topic relevant to municipal government for a period not to exceed 2 minutes per person to a maximum of 20 minutes combined. Information presented to Council may or not be acted on and will not be debated unless there is a majority vote to do so.

The Open Forum is not a means of expressing insults, accusations or making any personal attacks on any member of Council or Staff. Any person who starts insulting or making accusations or attacks on any member of Council, Council as a Whole, or any Staff member will be kindly asked to remove themselves from Council Chambers.

Once again, welcome.

# ADMINISTRATIVE REPORTS

## FIRE CHIEF REPORT December 2020 – November 2021

### Membership

17 Members including John Fedoriuk Chief, Norm Brake Deputy Chief, Jessie Fedoriuk Captain, Brad Straty Training Officer

### Stats

27 Calls

3 Dwelling Fires/ 10 wildland fires/ 6 motor vehicle collisions/ 4 Medical calls

4 Other Calls

3 false alarms / 1 RCMP Body search in N.S. River

Total of 540 Man hours

Note; Due to Covid protocols 911 has not been dispatching us most of the year. Call volumes usually higher.

478 Practice hours (numbers down because of Covid Protocol)

### Other

The MFD will be Celebrating its 90<sup>th</sup> anniversary this year 1932-2022 and are hoping to possibly having a celebration this fall.

# **ADMINISTRATIVE REPORTS**

## **PUBLIC WORKS FOREMAN REPORT**

**January 14 – February 10, 2022**

### **Water/Wastewater**

1. Daily checks of water and wastewater plant; also by County water/wastewater operator.
2. Repaired broken waterline at water plant.
3. Repaired water pump at water plant.
4. SCADA system final installation date February 10, 2022

### **Roads/Sidewalks**

1. Continue to remove snow from roads and sidewalks. Also, needed to move snow piles to reduce overland flooding during spring thaw.

### **Other**

1. Worked out traffic issue with RCMP regarding a vehicle who drove on the walkway between Main Street and the Lodge.
2. Took down Christmas Lights.
3. Repaired backhoe bucket.
4. Worked on Freightliner truck.
5. Repaired door on building behind Shop.
6. Reviewing Public Works type of policies for next Regular Council meeting.

# FINANCIAL REPORT

## Bank Reconciliation

- a. as of December 31, 2021
- b. as of January 31, 2022

Cheque Listing – January 14, 2022 to February 10, 2022

# ADMINISTRATIVE REPORTS

## CHIEF ADMINISTRATIVE OFFICER REPORT

January 14 – February 10, 2022

1. Municipal Budgeting Survey 2022: 17 responses to Part 1, 11 responses to Part 2. Results attached.
2. Answers to Council's questions at the last Regular Council Meeting:
  - (a) CAO, so far, could not find any Village of Myrnam minutes when M. Yakemchuk and County Councillors were in attendance together.
  - (b) Approximate taxes on the old hospital building is around \$450
  - (c) A seconder is not required for any motions.
  - (d) CTEC 2021 expenses: see attached
3. CTEC:
  - (a) The County of Two Hills is hosting an Ice Rescue course in one of the rooms at CTEC on February 12, 2022, for 10 emergency personnel. They will be covering the cost of the caretaker who will be opening/closing, and cleaning.
  - (b) Letter/Invitation sent to the Minister of Education to tour our CTEC and other community facilities and to learn more about the education system to find out what the Village needs to do to move forward with becoming registered, if necessary, to provide education classes.
4. Alberta Emergency Alert Authorized User: training taken.
5. Provincial Policing: Attended two sessions.
6. Year-End: GST, Payroll Summary, WCB annual reporting complete. Need to complete year-end grant summaries.



# ADMINISTRATIVE REPORTS

## CHIEF ADMINISTRATIVE OFFICER REPORT

January 14 – February 10, 2022

7. 2021 Financial: First meeting with Administration and the Auditor is planned for Monday, February 21, 2022. Audit due May 1, 2022.
8. 2022 Budget: Need to set a budgeting meeting.
9. Snow Removal from Hwy 881: Contacted EMCON VP of Alberta Operations to start discussions.
10. Power Utility: CAO is seeking lower energy prices for streetlights and facilities.
11. Municipal Climate Change and Action Centre: Open for grants to purchase and install an EV (electronic vehicle) charging stations. CAO submitted an Expression of Interest to have 2 charging stations by Dove Park, and 2 charging stations for Public Works in the event we switch over to EVs.
12. Administration has changed our accounting program from desktop to the online version. This has taken a lot of hours transferring data and learning the new platform. The reason for the move is 1) the ability to work from home, if required, and 2) it is cheaper.
13. Myrnam Elks: Extended to the March Regular Council Meeting as a Delegation to discuss the hall.

# ADMINISTRATIVE REPORTS

## CHIEF ADMINISTRATIVE OFFICER REPORT

January 14 – February 10, 2022

14. Two Hills RCMP: Sgt. Robert Daisley will be attending the next Regular Council meeting to provide the Quarter 3 report from 2021. This also presents an opportunity to discuss any concerns of Council.
15. CAO Action Tracker – attached.

**List of tabled items:**

- Subdivision of Lot 1 Block 18 Plan 172 2879

# CORRESPONDENCE

**December 10, 2021 to January 13, 2022**

**(all scanned and emailed to each elected official)**

1. MLA Jackie Armstrong-Homeniuk:
  - (a) January 20, 2022 – Letter to Prime Minister of Canada from Advisory Council on Alberta-Ukraine Relations
  - (b) January 27, 2022 – Announcement of Community Facility Enhancement Program
  - (c) January 29, 2022 – Weekly Constituency Update
  - (d) February 1, 2022 – Information about Senior Service Awards
  - (e) February 4, 2022 – Weekly Constituency Update
2. Two Hills RCMP Detachment: Q3 2021 Report
3. Alberta Municipalities: Spring 2022 Municipal Leaders' Caucus
4. Alberta Health Services: Message from Dr. Mark MacKenzie regarding EMS System Pressure and Mitigation
5. St. Paul Education: Board Meeting Summary of February 9, 2022
6. National Police Federation: Regarding KeepAlbertaRCMP Community Engagement Tour
7. K & S Fuel Ltd: Administration requested an update of the progress on the construction of the fuel station on the property purchased by K&S from the Village. Note that the contract (registered with Land Titles as a caveat) states that a fuel retail business is to be in operation on or before April 15, 2022. K & S Fuel Ltd has provided a letter in response.
8. Town of Gibbons – Letter to Minister of Justice and Solicitor General regarding Bill 21 Provincial Administrative Penalties Act.
9. Farm Safety Centre – 24<sup>th</sup> Safety Smarts program. Requesting donation of \$150 - \$300.

# OLD BUSINESS

**Subject: Sale of Lot 16 & 17 Block 1 Plan 668EO**

Administration sought assistance from legal, Municipal Affairs, and Ncube & Landry (auditor). Letter drafted to MLA Jackie Armstrong-Homeniuk and the Minister of Municipal Affairs however not sent yet.

**Casual Legal (free through Alberta Municipalities) response:** Casual legal is intended to provide general legal information to municipalities and, unfortunately, your inquiry is outside the scope of casual legal. If you are interested in opening a file, please let me know and I would be happy to refer you to one of our corporate solicitors for more specific advice.

## **Municipal Affairs (Advisor):**

### Positives:

- As a donation, the write down of the property is a non-cash expense and expresses as positive notion from a lending and operational perspective, as no cash is expelled. Usually when calculating debt servicing, the non-cash expense is added back, which improves the debt servicing ratio.
- The eventual sale of the building creates a future tax revenue stream for the municipality.
- Relieves the municipality from being responsible from yearly maintenance costs and upkeep.

### Negatives:

- Creates an expense on the income statement, reducing both net income and accumulate surplus.
- Yes – this will impact the ministerial order recovery plan (MGA s. 244) – as accumulated surplus net of equity in tangible capital assets will likely continue to be less than zero. However, please have the accountant construct a note in the financial statements and we can take is into consideration during our next financial evaluation for the 2021 year.

**Ncube & Landry (Village's Auditor):** With the regards to the sale of land, and the potential losses involved, the loss impact will not affect the unrestricted surplus. The loss will reduce the equity in tangible capital assets which already has a surplus of \$3.6M.

In the year the building was contributed to the Village, the gain was not recognized in unrestricted surplus, but in equity in tangible capital assets.

# BYLAWS/POLICIES

**Subject: 2022-02 Repeal Certain Bylaws Bylaw**

## **Revising bylaws**

**63(1)** A council of a municipality may, by bylaw, revise any of its bylaws or any one or more provisions of them in accordance with this section.

**(2)** A bylaw under this section may (a) omit and provide for the repeal of a bylaw or a provision of a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective;

The Village has many bylaws that are considered inoperative, obsolete, expired, spent or otherwise ineffective.

Administration has reviewed the list of bylaws that were found and listed the ones that are to be repealed according to category.

The cleaning up of bylaw avoids any potential litigation if left as a 'current bylaw' and promotes efficiency in operating the municipality.

Note: Not all old bylaws were found at this time. It is suspected that there are binders in the old safe that hasn't been opened. It is estimated that it will cost \$1,000-\$2,000 to open.

## Attachments

- Draft Bylaw to Rescind Certain Bylaws
- Listing of Bylaws (that were found)

# BYLAWS/POLICIES

**Subject: 2022-02 Financial Reports Policy**

There is no policy to outline what Financial Reports should be made to Council, and when.

Provides Administration direction.

Provides consistency and transparency.

## Attachments

- 2022-02 Financial Reports Policy (draft)

# BYLAWS/POLICIES

**Subject: 2022-03 Purchasing Policy and Manual**

There is no policy to outline what the procedures are to be taken with respect to purchasing services or products.

Provides Administration direction.

Provides consistency and transparency.

## Attachments

- 2022-03 Purchasing Policy and Manual (draft)

# BYLAWS/POLICIES

**Subject: 2022-04 Attendance at Social Functions Policy**

There is no policy to outline when Elected Officials get reimbursed for attendance at Social Functions.

Provides Council direction.

Provides consistency and transparency.

## Attachments

- 2022-04 Attendance at Social Functions Policy (draft)



# BYLAWS/POLICIES

**Subject: 2022-05 Recognition of Elected Officials Policy**

There is no policy to outline how Elected Officials are recognized for their service upon retirement, resignation, or defeat.

Provides Council and Administration direction.

Provides consistency and transparency.

# BYLAWS/POLICIES

**Subject: 2022-06 Employee Retirement Resignation Policy**

There is no policy to outline how employees are recognized for their service upon retirement or resignation.

Provides Administration direction.

Provides consistency and transparency.

## Attachments

- 2022-06 Employee Retirement Resignation Policy (draft)

# BYLAWS/POLICIES

**Subject: 2022-07 Municipal Office Policy**

## **Municipal office**

**204** A council must name a place as its municipal office.

Council made a motion at the October 12, 2020 naming 5007-50 Street as the Village of Myrnam's municipal office.

Administration would like to put this instead into a policy with additional information.

- Provides Council to make decisions about when the Municipal Office hours of operation are for the general public.
- Provides Administration with direction.
- Provides transparency to the general public.

## Attachments

- 2022-07 Municipal Office Policy (draft)

# NEW BUSINESS

**Subject: Community Facilities Enhancement Program 2022**

Alberta Culture and Status of Women offers grants under their Community Facility Enhancement Program on an annual basis through 2 different funding streams (Small and Large).

There is time to look at what projects would be eligible for funding under this grant program for community facilities.

- Large Stream, from \$125,000 to \$1 Million, Deadline is June 15
- Small Stream, Up to \$125,000, Upcoming deadlines are May 15 and September 15

Projects must:

- Enhance the lifespan and support the creation of public-use facilities; and
- Stimulate economic activity in communities across the province.

# **NEW BUSINESS**

**Subject:        Establish Budget Meeting Date(s)**

Council and Administration need to come together to discuss the 2022 Operating and Capital Budget.

Meetings will need to be established and advertised as they are to be open to the Public.

Now that bylaws and policies are mostly up-to-date, and year-end procedures are coming to an end, Administration is preparing to draft a budget for Council to work on with Administration.

Administration should be prepared with a draft workable budget starting at the end of February. After the first meeting, Administration and Public Works may need more time to find figures for projects, or products and services before the second meeting.

# NEW BUSINESS

**Subject: Census**

The Village received a summary of the 2021 Census results.

Population, 2021	257
Population, 2016	339
Population percentage change, 2016 to 2021	-24.2
Total private dwellings	161
Private dwellings occupied by usual residents	122

## MGA - Census

**57** A council may conduct a census.

If Council wishes to conduct their own census, it must conduct the census between April 1 and June 30 of the same year, in a non-federal census year. (Alberta Municipal Affairs: Municipal Census Manual)

- Council must consider whether the benefits of obtaining updated information and/or qualifying for provincial grants outweighs the costs of hiring and training enumerators and conducting a municipal census.
- The census must use one of the prescribed census-taking methodologies in this manual (online census, telephone interviews, mail-out surveys, enumerator interviews at the door, or “hybrid”).

### Attachments

- Summary of 2021 Census results
- Page 8 of Alberta Municipal Census Manual titled “Role of Municipal Council

# COUNCIL MEMBER REPORTS

## Mayor Donna Rudolf

January 14 – February 10, 2022

### Alberta HUB (Backup Appointee)

- Council should spread the word that Alberta Ag/Forestry/Rural Economic Development is seeking a suitable location for a major hemp production. Bob Bezpalko, is back as Executive Director of HUB, replacing Perry Phillips.

### Eagle Hill Foundation (Appointee)

- An AGM Recreation Board meeting was held in Two Hills Lodge on January 18<sup>th</sup>. Several ideas for future fundraising were discussed pending COVID restrictions.
- Outbreak at Myrnam Lodge was controlled, and ended.
- I have registered for ASCHA “Housing 101” seminar on February 17<sup>th</sup>.
- Full meeting minutes available to download.

### Family & Community Social Services (Appointee)

- FCSS is successfully running programs. They will be active in planning and sponsoring Family Day festivities in Two Hills. Due to staffing restraints only Two Hills will have staff on site. I discussed rotating activities in the future. It was agreed to implement this if possible. Money is available for the other municipalities. I let Cody, Dina, Dennis Machney and Murray Philips know as they are involved in the Ag. Society/Arena activities.
- FCSS is once again applying for the Wayfarers grant. The last of the last year’s grant has been used, except for requests for capital expenditures.
- February 16<sup>th</sup> is the next Myrnam Craft date.
- A full report will be downloaded for the Village.

# COUNCIL MEMBER REPORTS

## Mayor Donna Rudolf

January 14 – February 10, 2022

### Northern Lights Library System (Appointee)

- Lloydminster opened a huge state of the art Library.
- I'm keeping in touch with Northern Lights Library System director, James McDonald, regarding our public library information session.
- Next meeting is March 4<sup>th</sup>.

### Other

- Completed Munis 101 four session course. It was informative and an excellent source of advice and resources. Worth taking.
- I was registered for a course called "Community Economic Development". I was hoping for ideas regarding the tentative upcoming "Field to Table" food initiative. Unfortunately, Telus cut off my internet service, so I missed the session.
- I'm pleased that MSI funding continues and is being studied regarding future changes.
- I am considering for Tourism AB "Big Shift in Tourism". I would like council's thoughts on this.
- A nomination for Robert Tymofichuk for the prestigious "Prime Minister's Excellence in Teaching Award" has been sent by principal A. Owens. Enclosed is my/our letter of reference. This would be an accomplishment and great publicity for our school, CTEC, and community, along with Lucas Dubelt being a finalist for the St. Laurent award.



# COUNCIL MEMBER REPORTS

## Deputy Mayor Raymond Yaremchuk

January 14 – February 10, 2022

### Alberta Central East Water Corporation Board (Appointee)

- Next meeting is February 10, 2022.

### Regional Landfill Committee (Appointed)

- Attended meeting Feb 1, 2022
- Committee is not raising requisition.
- Reasonable profit realized in 2021.
- All transfer sites operating well.

# **COUNCIL MEMBER REPORTS**

**Councillor Kurt Ewanec**

November 12 – December 9, 2021

No items to report

# **NEXT MEETING**

Regular Council Meeting  
March 17, 2022

# ADJOURNMENT

Thank you for attending the  
Regular Council Meeting



peace to us